



THAPAR UNIVERSITY

(Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956)

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Enquiry No. TU/CS/MB/17-18/17046

Date : May 16, 2017

Sub: Request for Quotation(s) for the supply of Photocopy Machines

Dear Sir

We shall be grateful if you kindly let us have your lowest **quotations** for the following materials. THE QUOTATIONS SHOULD REACH THE UNDERSIGNED **LATEST BY 23.05.2017** through courier or e-mail accompanied by appropriate illustrative literature/catalogues/pamphlets/technical details, samples and specifications as the case may be. **On the quotation envelope/ subject the Enquiry Number & Date should be mentioned on the top of the Envelope/mail subject.**

Sr. No.	Item Name	Qty.
1.	Photocopier Machine Heavy Duty with scanning, copying and printing facilities.	1 No.
	Specifications:- Copying Speed : 60 or more pages/minute Paper Size : upto A3 Memory : Internal Memory of atleast 2GB HDD : at least 320GB Feeding : Auto feed, Auto Reverse, Duplex Tray Capacity : Atleast 500 Pages Bye Pass Tray : Tray with atleast 100 pages Scan Resolution : More than 500 DPI Zooming : 25% to 400% or even more Sorting : Auto Sorting, Set Printing USB Support : Atleast one USB port	

Sr. No.	Item Name	Qty.
2.	Photocopier Machine Normal with scanning, copying and printing facilities.	1 No.
	Specifications:- Copying Speed : 50 Pages/minute Paper Size : upto A3 Memory : Internal Memory of atleast 2GB HDD : at least 320GB Feeding : Auto feed, Auto Reverse, Duplex Tray Capacity : Atleast 500 Pages Bye Pass Tray : Tray with atleast 100 pages Scan Resolution : More than 500 DPI Zooming : 25% to 400% or even more Sorting : Auto Sorting, Set Printing USB Support : Atleast one USB port	

Printer : Provision for LAN connectivity for printing and scanning, booklet printing, direct printing through USB devices for pdf, word, excel etc.

AMC: AMC Support may also be considered for smooth functioning of the machine.

The offer sent by you must furnish the following details: The offer sent by you must furnish the following details:

1. Name, Make & specifications of each item.
2. Cost of each item along with its MRP.
(Treat it mandatory)
3. Educational discount if any.
4. Validity of quotation should be at least 60 Days.
5. CST/VAT (%) we do not provide Form C.
6. Delivery FOR Central Stores Thapar University, Patiala
7. Insurance, Freight, Installation & other charges if any.
8. Minimum Delivery Period.
9. Payment terms. Net 30 days against delivery & satisfactory installation at Thapar University.
10. Guarantee / Warranty Information.

Regards,

Sd/-

Head Commercial